

TO: On-Line Registered Agents

FROM: Sandra M. Miller, Technical Support Administrator

DATE: April 9, 2003

RE: HB16 Procedure Changes

In an effort to accommodate concerns about specific file times that were addressed in the meeting on April 3, the following changes will be implemented on April 14:

- DCIS will now allow agents to enter a future filed time when entering approvals;
- If a future filed time is entered, you may not deliver the document to the division prior to the filed time you entered in DCIS, but it must be delivered within four hours of same;
- Agents will now have the option not to receive a confirmation when using fax gateway.

A copy of this memo and the updated agent manual will be posted on the For Agents Only website at www.state.de.us/corp/foragentsonly.htm.

As a reminder to all fax gateway users, please contact Technical Support with a confirmation preference prior to April 14 by phone, fax (739-2859) or e-mail.

If you have any questions, please contact Cheryl Wyatt, Donna Mendes, April Wright or myself at 739-3077 and we will be happy to assist you. Thank you.